

**MINUTES OF THE BOARD MEETING OF THE
HEALTH INFORMATION AND QUALITY AUTHORITY**

14 February 2024, 5:00pm – 6:00pm
Virtual via Teams

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson	POM
Marion Meany	Board Member	MM
Michael Rigby	Board Member	MJR
Paula Kilbane	Board Member	PK
Danny McConnell	Board Member	DMcC
Jim Kiely	Board Member	JK
Bernadette Costello	Board Member	BC
Caroline Spillane	Board Member	CS
Martin O'Halloran	Board Member	MOH
Clíodhna Foley Nolan	Board Member	CFN
Martin Higgins	Board Member	MH

In Attendance:

Sean Angland	Chief Financial Officer	SA
Eleanor Noonan	Finance Officer	EN
Bala Krishnan	Chief Information Officer	BK
Karen Egan	Board Secretary	KE
Michaela Flynn	Executive Officer (minute taker, training)	MF

Apologies:

Angela Fitzgerald	Chief Executive Officer	AF
Lynsey Perdisatt	Board Member	LP

1.0 Quorum

A quorum was present and the meeting was duly convened.

2.0 Conflict of Interest

No Conflict of Interests were declared.

3.0 Annual Accounts – pre C&AG audit

BC introduced the annual accounts. She provided an update on the ARGC meeting that took place earlier in the week at which the accounts were reviewed and recommended

for approval by the Board. She advised that it was agreed that professional fees need to be reviewed with the aim of moving some of this work internally.

The Chair invited questions from the Board. In response to questions SA clarified the following points:

- The 2023 accounts reflects the year just ended but also highlight things that need to be looked at going forward. The 2024 budget will look at how to shift spend away from high professional fees.
- At the end of each year, a small year-end cash surplus rolls over to the next year.
- Following approval by the Board, the accounts will be submitted to the C&AG for audit.

The Board also made the following comments:

- It is recommended that the background and rationale for increased professional fees be documented and retained for future reference.
- There were some minor editorial and presentational points raised that will be rectified following the meeting.

The Chair noted that the ARGC recommended the annual accounts for approval by the Board.

PK proposed approval of the annual accounts for 2023 and MOH seconded the proposal. The Board unanimously agreed; **accordingly it was resolved that the annual accounts for 2023 be approved by the Board.**

4.0 Start of Year Submission (Information Division)

BK joined the meeting at 17:17. He provided an overview of the Start of Year Submission, including the 2023 actual spend and the budgeted cost for each project in 2024.

The Chair noted that the ARGC had recommended approval for the submission.

POM proposed approval of the **Start of Year Submission** and BC seconded the proposal; **accordingly it was resolved that the Start of Year Submission be approved by the Board.**

5.0 Draft Business Plan 2024 – deferred from 31 Jan meeting

POM noted that the Business Plan had not been reviewed by any committee and, absent the CEO to introduce it, he asked the Board for comments.

The Board made the following comments:

- The Plan is a very ambitious programme. In the context of the wider external operating environment, which is becoming increasingly tense and accountable,

additional caution must be exercised in delivering business plan objectives this year.

- Where appropriate, Business Plan timelines should be amended to flag actions that can be delivered earlier than year-end and the finish date for every action should not be December 2024. Also it was recommended to add another column showing the start date where appropriate.
- There does not appear to be provision made for spare capacity to produce responses to new requests or challenges that may arise during the year. Changes in the external operating environment may mean it becomes necessary to be proactive in communicating externally where it is in the public interest.
- In terms of risk appetite, there needs to be consideration given to the appropriate level of risk that is acceptable in the operating context outlined above. Risk appetite is not one broad appetite but a spectrum of risk appetites for the spectrum of activities that the organisation carries out.
- Where deviation from the Business Plan is necessary the reason should be documented. It would be useful if the Business Plan and the Corporate Risk report were cross-referenced against each other.

The Chair asked SA to bring these comments back to the EMT and CEO.

MM proposed approval of the **Draft Business Plan 2024** and JK seconded the proposal; **accordingly it was resolved that the Draft Business Plan 2024 be approved by the Board.**

6.0 Any other business

The Chair updated the Board on the arrangements for the deputy CEO and EMT members acting up pro tem on a day by day while the CEO is on leave.

The meeting ended at 17:34.

Signed



Pat O'Mahony
Chairperson



Karen Egan
Board Secretary

Actions arising from Board meeting on 14 February 2024

No	Action	Person Responsible	Time-frame
1	Where appropriate, Business Plan timelines to be amended to flag actions that can be delivered earlier than year-end. Also add another column showing start date where appropriate.	SA	March 2024